



RECORDS RETENTION SCHEDULE

COUNTY CLERK



Prepared by
LOCAL RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

COUNTY CLERK RECORDS RETENTION SCHEDULE

Agency

09/13/2001

Schedule Date

Unit

Change Date

09/13/2001

Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

Richard L. Zelding
State Archivist and Records Administrator
Director, Public Records Division

9/12/2001

Date of Approval

[Signature]
Chairman, State Archives and Records Commission

9/13/01

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown.

[Signature]
Records Analyst/Regional Administrator

09/12/2001

Date of Approval

[Signature]
Appraisal Archivist

9/12/01

Date of Approval

[Signature]
State/Local Records Branch Manager

09/12/2001

Date of Approval

The determination as set forth meets with my approval.

[Signature]
Auditor of Public Accounts

9/13/01

Date of Approval

GLOSSARY OF TERMS

For

Records Retention Schedules

Permanent (P)	Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed only after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
Indefinite (I)	A designation used to identify those record series that do not have a fixed retention period. It does not mean permanent. The retention period for these records is defined by the explanation that is found in the Disposition Instructions column of the records retention schedule. An example is: A record series is determined to have a retention period of Indefinite with the Disposition Instructions saying Destroy 2 years after termination of employment. The time a person is employed (could be 5 years or 20 years) is not definite but when that person leaves the record series must be kept for 2 years from the date of termination.
Confidential (C)	Records deemed unavailable for review by the public after applying the state's Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. It is important to note that the local government head (examples sheriff or county clerk) has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced. Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
Vital Record (V)	Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
Duplicates	Informational and reference copies of the original or "copy of record". Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the "copy of record", it must be retained according to the retention period on the schedule.
Destruction Certificate	A form (PRD-50) used to document the destruction of public records. It must be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government may be destroyed unless it is listed on the retention schedule and a destruction certificate completed with the original copy sent to the Department for Libraries and Archives (Department). Destruction certificates are available from the Department.
After Audit	A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed.

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RECORDS RETENTION SCHEDULE

A-1

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Fiscal Court

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1216	Record of Proceedings (With Index)	P	Retain
L1218	Order Book	P	Retain
L1758	General Index to Fiscal Court Orders -- (Bound or Unbound)	P	Retain
L1220	Sheriff's Settlements with Fiscal Court	P	Retain
L2628	County Treasurer's Settlements (Bound or Unbound)	P	Retain
L1221	Poorhouse Keeper's Report	P	Retain
L1222	Claims Includes: 1) List of Claims Allowed 2) Claims Stub Book	2	Destroy after audit

RECORDS RETENTION SCHEDULE

B-1

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Road Records

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1225	Road Petitions	P	Retain
L1226	Road Orders	P	Retain
L1227	Boundaries of Roads Book	P	Retain
L1228	County Road Blueprints, Surveys, Maps	P	Retain
L1232	Turnpike Record (A.K.A. Road Surveyor Record)	P	Retain
L1233	Viewers' Reports	P	Retain
L1229	Road Surveyors Monthly Report	2	Destroy after audit
L1230	Report of Contractor (Weekly)	2	Destroy after audit
L1231	Report of Bridge Letting (Monthly)	2	Destroy after audit

RECORDS RETENTION SCHEDULE

C-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Marriages

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1234	Marriage Book May contain bond, license register, certificate or return, and parental permissions. After August, 1984, includes only the marriage license, certificate of time and place of marriage. After 1997 the parental permission is placed on the back. (V)	P	Retain
L1563	General Index to Marriages - Groom or Bride Change Date: 6/11/87 (V)	P	Retain
L1236	General Cross Index to Marriages (V)	P	Retain
L1566	Marriage Bond Book (Book contains only bonds) Closed Date: 8/1/84 (V)	P	Retain
L1242	Marriage Bonds (Unbound) Closed Date: 8/1/84 (V)	P	Retain
L1235	Marriage Register Closed Date: 8/1/84 (V)	P	Retain
L1237	Marriage List Closed Date: 8/1/84 (V)	P	Retain
L1238	Marriage License (Unbound) Closed Date: 8/1/84 (V)	P	Retain
L1565	Marriage Certificate Book (Contains only the certificate). Closed Date: 8/1/84 (V)	P	Retain
L1564	Marriage Certificate (Unbound) Closed Date: 8/1/84 (V)	P	Retain
L1241	Marriage Return (Created by State Auditor's Office [1852-1910]) Closed Date: 1/1/10 (V)	P	Retain
L1247	Freedmen's Declaration of Marriage Closed Date: 8/1/84 (V)	P	Retain

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RECORDS RETENTION SCHEDULE

C-2

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Marriages

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1248	Freedmen's Marriage Register Closed Date: 8/1/84 (V)	P	Retain
L1243	Marriage Contracts (V)	P	Retain
L1239	Parental Permissions (Unbound) (V)	P	Retain
L1240	Assessors List of Marriages (Created by State Auditor's Office [1852-1910]) Closed Date: 1/1/1910 (V)	P	Retain
L1245	Application for Marriage License (May be attached to VS-200 as VS-200-A). Closed Date: 8/1/84	0	Destroy
L1246	Premarital Medical Certificate (EPID 202) Closed Date: 8/1/84	0	Destroy
L1244	Certificate of Marriage (VS-200) Closed Date: 8/1/84	0	Destroy

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RECORDS RETENTION SCHEDULE

D-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Hunting and Fishing

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1310	Hunting and Fishing Licenses (Clerk's Copy) (May Include: Resident Combination Hunting and Fishing, Statewide Hunting, Resident Junior Hunting, Nonresident Hunting, Nonresident 3-day Hunting, Resident Fishing, Nonresident 15-day Fishing, Nonresident 3-day Fishing, Nonresident Fishing, Resident Commercial Fishing, Resident Commercial Gear, Nonresident Commercial Fishing, Nonresident Commercial Gear, Ohio River Fishing, Ohio River Commercial Fishing, Ohio River Commercial Gear, Resident Trapping, Nonresident Trapping, Resident Landowner/Tenant Trapping, Trout Stamps, Deer Tag, Turkey).	1	Transfer to the Department of Fish and Wildlife Resources
L1311	Order Form For Hunting and Fishing License -- (FC-3) Duplicate (Original to Department of Fish and Wildlife Resources)	2	Destroy after audit
L1312	Monthly Report of Hunting & Fishing License Sales (Duplicate) (Original to Department of Fish and Wildlife Resources)	2	Destroy after audit
L1313	Yearly Hunting & Fishing License Settlement (Duplicate) (Original to Department of Fish and Wildlife Resources)	2	Destroy after audit

RECORDS RETENTION SCHEDULE

E-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Motor Vehicle

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2585	Ad Valorem Daily Activity Report	1	Destroy
L2596	Co Clerk Adjusted Recapitulation of Motor Vehicle Usage Tax (V)	2	Destroy after audit
L1296	Application for Disabled Persons Special Parking Permit	6	Destroy after audit
L2600	County Clerk Inactive Inventory Pick up Report	2	Destroy after audit
L1309	License Plate Validation Decal Book	2	Destroy after audit
L2604	Affidavit of Incomplete Transfer	2	Destroy after audit
L2605	Odometer Disclosure Statement (V)	2	Destroy after audit
L1259	Affidavit of Creditor in Possession (To satisfy lien per KRS 186A.190 [4]) (C) N/A	2	Destroy after audit
L1264	Affidavit for Replacement and Non-Exchange	2	Destroy after audit
L1266	Application for Motor Number of Vehicle Identification Number	2	Destroy after audit
L2607	Application for Special Plate May include Handicapped/Disabled Veteran , National Guard, Amateur Radio , Judicial , Legislative , Medal of Honor, Volunteer Firefighter, Prisoner of War , Congressional, Disaster & Emergency and others.	2	Destroy after audit

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RECORDS RETENTION SCHEDULE

E-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Motor Vehicle

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2608	Certificate of Registration - Fee and Tax Receipt (Includes the following; 1) Transportation Truck Force Certificate 2) Transportation Special Certificate 3) Dealer Certificate 4) Duplicate Certificate 5) Special Certificate 6) Certificate of Registration, Ownership, and Title - Numeric and Alpha File & Certificate of Title and Registration and Proof of Insurance Card).	2	Destroy after audit
L1295	Historic Motor Vehicle Certificate of Title and Registration	P	Retain
L2583	Vehicle Transaction Record: Application for Kentucky Certificate of Title/Registration (V)	2	Destroy after audit
L2843	Motor Boat Transaction Record: Application for Title/Registration	2	Destroy after audit
L2609	Notice to County Clerk of Vehicle Acquisition	2	Destroy
L1286	Affidavit Supporting Vehicle License Application	2	Destroy
L1287	Affidavit Supporting Repossession and Disposition of a Vehicle	2	Destroy after audit
L1299	Affidavit of Motor Vehicle Assembled from Wrecked or Salvaged Motor Vehicle	2	Destroy after audit
L1300	Statement of Current Service in Kentucky National Guard	2	Destroy after audit
L1254	Affidavit for License Plates for Manufacturers and Dealers	2	Destroy after audit
L1268	Claim for Refund of Motor Vehicle License Fee (Allowable only on vehicle totally destroyed by fire or accident)	1 week	Transfer to Department of Transportation

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RECORDS RETENTION SCHEDULE

E-3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Motor Vehicle

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2311	Motor Vehicle Register Closed Date: 1/1/50	0	Destroy
L1288	Letter of Correction	2	Destroy
L5128	Monthly Motor Vehicle Property Tax Collections File (Includes the County Tax Collection Journal and the County Clerk's Monthly Report of Motor Vehicle Property Tax Collections). (V)	2	Destroy after audit.
L5129	Weekly Motor Vehicle Processing File (Includes the following County Clerk's reports: 1) State Fee and Tax Remittance Detail Report 2) State Fee and Tax Remittance Summary Report 3) State Fee and Tax Remittance Adjustment Report 4) State Fee and Tax Remittance Recapitulation Report 5) Recapitulation of Motor Vehicle Usage Tax 6) State Fee and Tax Remittance Correction Report 7) State Fee and Tax Remittance Adjusted Recapitulation Report 8) Weekly Report of Transfer Certificates Issued and Usage Tax Collected 9) Weekly Report of Registrations and Usage Tax Collections 10) Weekly Recap of Motor Vehicle Tax Receipts). (V)	2	Destroy after audit.
L5130	Daily Transmittal of Title Transactions	1	Destroy
L5131	Motor Vehicle Usage Tax Multi-purpose Form	2	Destroy after audit
L5132	Shipment Order Request -- (License plates)	2	Destroy after audit
L5133	Affidavit Supporting Title -- Used Vehicles Purchased Out-of-State	2	Destroy after audit

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Motor Vehicle

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5144	Title Lien Statement - Motor Vehicles & Motor Vehicle Trailors (Includes the Continuation Statement, Amendment and Assignment).	I	Destroy after lapse(7 years) or 2 years after termination and audit
L5145	Title Lien Statement - Mobile Homes & Manufactured Housing (Includes the Continuation Statement, Amendment and Assignment).	I	Destroy after lapse(30 years) or 2 years after termination and audit
L5146	Title Lien Termination Statement	2	Destroy after audit

RECORDS RETENTION SCHEDULE

F-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1317	Deed Book (Many contain records of other legal instruments relating to deeds).	P	Retain
L1319	General Index to Deeds - Grantor or Grantee (V)	P	Retain
L1554	General Cross Index to Deeds (V)	P	Retain
L1555	General Index to Real Estate Coveyances - Grantor or Grantee (May include all recorded instruments pertaining to real estate matters). (V)	P	Retain
L1321	General Cross Index to Real Estate Conveyances (May include all recorded instruments pertaining to real estate matters). (V)	P	Retain
L1556	General Index to Deeds, Leases, and Mortgages - Grantor or Grantee (V)	P	Retain
L1326	Commissioner's Deed Book	P	Retain
L1328	Reports of Commissioners' of Division of Land (May contain surveys, plats and report).	P	Retain
L2314	General Index to Commissioner's Deeds - Grantor or Grantee (V)	P	Retain
L2315	General Cross Index to Commissioners Deeds (V)	P	Retain
L1735	Sheriff's Deed Book (V)	P	Retain
L2815	Court of Quarter Sessions Deed Book (1792-1804)	P	Retain
L1771	District Court Deed Book (1796-1802) Closed Date: 1/1/1902	P	Retain

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RECORDS RETENTION SCHEDULE

F-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1772	Circuit Court Deed Book	P	Retain
L1344	Mortgage Book	P	Retain
L1562	General Index to Mortgages-Mortgagor or Mortgagee (V)	P	Retain
L1345	General Cross Index to Mortgages (V)	P	Retain
L1355	Record of Encumbrance on Real Estate Book	P	Retain
L1560	Real Estate Release Book (V)	P	Retain
L1559	General Cross Index to Real Estate Releases (V)	P	Retain
L1340	Mineral Lease Book (May contain oil, gas, and mineral leases)	P	Retain
L1341	Leases (Surface real estate and mineral)	P	Retain
L2763	General Index to Mineral Leases - Lessee/Lessor (V)	P	Retain
L1342	General Cross Index to Mineral Leases	Permanent	Retain
L1753	Miscellaneous Book (V)	P	Retain
L1558	General Index to Miscellaneous Instruments - Grantor or Grantee (V)	P	Retain
L1557	General Cross Index to Miscellaneous Instruments (V)	P	Retain
L2630	Recorded Instruments - Aperture Card System (Multiple series are intermingled in one file)	P	Retain

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RECORDS RETENTION SCHEDULE

F-3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1318	General Index to Recorded Instruments (The automated{electronic format} indexing is alphabetical by name and indicates all instruments recorded for a particular person). All records, whether paper or electronic format are arranged and indexed the same). (V)	P	Retain
L1320	Land Entry Record (Bound or Unbound) (May Include: Applications, Bounties, Claims, Grants, Patents, Surveys, and Warrants)	P	Retain
L1323	Unrecorded Deeds	P	Retain
L1334	Warrants for Vacant Lands	P	Retain one copy in agency. Transfer Duplicate to Secretary of State's Land Office.
L1346	Nonresident Lands Register	P	Retain
L1329	Plats (These may be recorded in books or maintained in a cabinet).	P	Retain
L1330	Maps	P	Retain
L1561	General Index to Maps and/or Plats (V)	P	Retain
L3037	Affidavits to Establish Deed Titles After a Fire or Other Disaster Closed Date: 10/1/42	P	Retain

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RECORDS RETENTION SCHEDULE

F-4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2830	Contract Book (May Include: Purchase of Land Agreements; Oil and Gas Lease Agreements; Personal Property Contracts/Agreements of Sale; Rights of Way Agreements; Conveyance of Partnership Interest; Mineral Contracts; Timber Contracts; Release of Claims Agreements; Contracts for Sale of Business, Merchandise, Fixtures; Building Contracts; Land Lease Agreements/Agreements of Lease; Option Agreements to Purchase Real Property/Land Option Contracts). (V)	P	Retain
L2930	Land Use Restriction Book (V)	P	Retain
L5138	Fixture Filings & Other UCC Filings (a.k.a. Financial Statements and includes filings for Timber (to be cut) and as extracted collateral (Minerals). This record series may also contain amendment of termination, amendment of assignment, amendment of continuation, amendment of correction and other supporting documents).	I	Destroy 6 years from the filing date or filing date of amendment of continuation and audit.
L5143	Index to Fixture Filings & Other UCC Filings (Indexes UCC filings which includes Fixture Filings, Timber (to be cut) and as extracted collateral (Minerals).	I	Destroy 6 years from filing date of initial financing statement or amendment of continuation and audit.
L5139	Amendment of Termination	I	Destroy 6 years from filing date of related financing statement or amendment of continuation and audit.
L5140	Amendment of Assignment	I	Destroy 6 years from filing date of related financial statement or amendment of continuation and audit.

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5141	Amendment of Continuation	I	Destroy 6 years from filing date and audit.
L5142	Amendment of Correction	I	Destroy 6 years from filing date of related financial statement or amendment of continuation and audit.
L1322	Recorded Deeds (Unbound) (Deeds that have been presented for recording and have not been returned to the property owner after it has been recorded).	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after two yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1331	Rights of Way	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1327	Commissioner's Deeds (Unbound) (Land sold by court order and recorded in Commissioner's Deed Book).	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)

C = Confidential Record

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RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1325	Deed of Release (Belonging to property owner)	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county (KRS 382.240)
L1332	Easements	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days, after public notice of impending notice has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1335	Real Estate Options	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days after public notice of impending destruction had ben made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1336	Affidavits of Descent	I	Return to the owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)

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RECORDS RETENTION SCHEDULE

F-7

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1339	Contracts for Sale of Real Property	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 years and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1343	Mortgages (Unbound)	I	Return to owner after instrument recorded. When unable to locate entitled party, after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382,240)

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3062	<p>Record of Certificates of Delinquency Includes:</p> <ol style="list-style-type: none"> 1) Delinquent Tax Book 2) Register of Delinquent and/or Unpaid Taxes 3) Land Sold for Taxes Book 4) Delinquent Tax System 5) Delinquent Tax List <p>This is the record of unpaid tax bills and certificates of delinquency for taxpayers who failed to pay their property tax in a given year. The medium, format and title may vary but the function and use are the same. This record series may be a book, card file or electronic format. Function and use remain the same. May be a book, card file or electronic format. Pursuant to KRS 134.420 (1) the state and each county, city, or other taxing district shall have a lien on the property assessed for taxes due them respectively for ten (10) years following the date when the taxes become delinquent. Also KRS 134.470 (1) says no action may be brought to enforce a certificate of delinquency until one (1) year after its issuance and action shall be instituted within ten (10) years after the expiration of that one (1) year. (V)</p>	11	Destroy after audit
L1354	Federal Tax Lien Index	P	Retain
L1349	<p>Federal Tax Liens (These are notices of federal tax liens that are filed by the U.S. government for non-payment of taxes. According to 26 CFR 400 these expire 7 years and 30 days if not released. The discharge of the lien has the same retention as a termination of a UCC filing which is 2 years). Change Date: 12/13/01</p>	I	Destroy 7 years 30 days after filing date. Destroy 2 years after discharge.
L1348	State Tax Liens	11	Destroy
<p>C = Confidential Record I = Indefinite P = Permanent V = Vital Record</p>			

RECORDS RETENTION SCHEDULE

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STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Real Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5155	Judgement Liens	15	Destroy
L1347	Mechanics Liens	2	Destroy
L1350	Lis Pendens (These are notices of pending litigation concerning property and that the potential buyer of the property beware).	11	Destroy
L1353	Discharge of Tax Lien (Federal or State)	2	Destroy
L1356	Sheriff's Certificate of Purchase of Land Sold for Taxes	2	Destroy after audit
L1324	Notice of Unrecorded Deeds Prepared Yearly	1	Destroy
L1352	Weed Liens	1	Destroy 2 years after payment and audit
L2613	Temporary Index to Recorded Instruments -- (Temporary Index - Strip or Printout)	1	Destroy Temporary Index when outdated or replaced by updated copy.
L1333	Affidavits of Real Property Transfer and Report of Conveyance	1	Transfer to Property Valuation Administrator when transaction complete

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RECORDS RETENTION SCHEDULE

G-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Personal Property

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1358	Federal Crop Mortgages (Unbound) Change Date: 10/1/82	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1360	Chattel Mortgage (Bound & Unbound) (Note: This record series ceased to exist in 1960. No longer maintained.)	I	Retain Pre-1866 chattel mortgages, destroy all others.
L1361	Minutes Chattel Mortgage Books (This record series ceased to exist in 1960. No longer maintained.)	0	Destroy
L1568	Debtor Index to Financing Statements (No longer created after 1960. No longer maintained).	0	Destroy

C = Confidential Record

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V = Vital Record

RECORDS RETENTION SCHEDULE

H-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Corporations

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1368	Articles of Incorporation Book (May Include: Statement of Issuance of Shares, Articles of Incorporation and Restated Articles of Incorporation, Amendment of Articles of Incorporation in Reorganization Proceedings, Statement of Cancellation of Redeemed or Purchases Shares, Statement Relative to Reduction of Capital, Articles of Merger or Consolidation, Articles of Dissolution and Statement of Intent to Dissolve, Statement of Revocation of Voluntary Dissolution and Articles of Dissolution, Decree of Involuntary Dissolution).	P	Retain in Clerk's Office or State Archives. Return original document to owner after it is recorded. When unable to locate entitled party, destroy after 2 years, and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county (KRS 382.240)
L1569	General Index to Articles of Incorporations	P	Retain
L1369	Certificate of Business Operating Under an Assumed Name (Also filed with the Secretary of State).	P	Retain
L1370	Register of Partnerships	P	Retain

RECORDS RETENTION SCHEDULE

J-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Bonds

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1371	Public Official's Bonds (May Include: Justice of the Peace and Police Judge Performance, Constable, Town Marshall, Sheriff's Performance, Surveyor, Inspector, Paymaster, Coroner, Jailer, Tax Collector, Assessor, School Superintendent, School Commissioner, School District Treasurer, County Judge, County Clerk, County Treasurer and Poorhouse Keepers).	P	Retain
L1372	Occupational Bonds (May Include: Tavern Keepers, Druggist, Ministers, Ten Pin Alley (Bowling Alley), Retail Liquor, Fruit Distiller, Beer License, Coffee House, Vending Playing Cards, and Ferry).	P	Retain
L1374	Miscellaneous Bonds	P	Retain
L5156	Bail Bonds	11	Destroy
L1373	Notary Public Bonds	4	Destroy
L1375	Property or Attachment Bonds (Posted with County Clerk on property involved in Circuit Court case).	I	Return to Circuit Court when conditions of bond are satisfied
L1376	Surety Bonds (Used to obtain release from attachment by plaintiff in Circuit Court case).	I	Return to bonded individual when case settled

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RECORDS RETENTION SCHEDULE

K-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Special Districts

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1377	Notice of Existence (May contain the name of organization, officers, purpose, boundaries, maps, etc.)	P	Retain
L1378	Notice of Legal Change	P	Retain
L1379	Petitions - Dissolution or Alteration (Presented to Fiscal Court of County(s) in which District operates).	P	Retain
L1380	Petition to Dissolve by Referendum (Filed by County Clerk)	P	Retain

RECORDS RETENTION SCHEDULE

L-1

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Elections

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1386	Poll Books (Closed 1891)	P	Retain
L1387	Voter Registration Books (1892-1935)	P	Retain
L1405	Official Count and Record of Election Totals (V)	P	Retain
L1745	Voter Turnout Report	P	Retain
L1406	Certificates of Election -- (May be in book or loose form)	P	Retain
L1407	Governor's Certificates of Appointment of Local Officials -- (To fill unexpired terms)	P	Retain
L1421	Register of Candidates for Nomination in Primary Election (V)	P	Retain

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RECORDS RETENTION SCHEDULE

L-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Elections

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5147	Election Processing Records (Includes Precinct Roster, County Alphabetic Roster, Supplemental Precinct Roster, Return Sheets, Oath of Voter Requiring Assistance to Vote, Absentee Ballot, Special Ballot, Special Ballot Outer Envelope, Special Ballot Detachable Envelope Flap, Application for Special Ballot by Absent Voter, Application for Special Ballot by Disabled Voter, Medical Emergency Application for Special Ballot, List of Applicants for Special Ballots, Custodian Certificate, Receipt for Delivery of Voting Machine Keys to County Board of Elections, Election Officer's Receipt for Keys, Re-canvass, Supplemental Ballot Stubs, Receipt for Supplemental Ballots Issued, Paper Ballots, Order to Vote, Oath of Voter, Clerk of Elections Voter Name Register, oath of Election Officer, Sheriff's Post-Election Report, Board of Elections Post-Election Report, Certificate of Nomination, Election Petitions and Board of Elections Post-Election Statistical Report). (V)	I	Destroy 22 months from date of election
L1742	Death List from Registrar of Vital Statistics Change Date: 3/10/88 (V)	4	Destroy
L1747	Voter Registration Card (V)	I	Destroy 1 year after purged.
L1400	Federal Post Card Registration and Absentee Ballot Request (V)	I	Destroy 1 year after Voter Registration Record (L1747) is purged
L1422	Notification and Declaration Form -- (Candidates filing for primary)	I	Destroy 30 days after election certification

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RECORDS RETENTION SCHEDULE

L-3

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Elections

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1425	Election Finance Report (a.k.a. Campaign Finance Report and includes Candidates Statement of Expenditures.)	I	Destroy 1 year from date last report is required to be filed (KRS 121.180(8))
L1394	Master File Activity Report (V)	3 months	Destroy
L1746	Daily On-Line Application Report (V)	1 month	Destroy

RECORDS RETENTION SCHEDULE

M-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Tax

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1433	Tax Assessments Includes: 1) Tax Roll 2) Tax List 3) Commissioners Tax Books 4) Sheriff's Additional Tax Lists 5) Omitted Tax Assessment Books 6) Supervisors Tax Assessments	P	Retain
L1438	Militia Book (Roll)	P	Retain
L1450	Recapitulation of Tax Assessment (To Department of Revenue)	P	Retain
L1442	Corporation (Franchise)(Public Service) Tax Assessments	P	Retain
L1443	Recapitulation of Franchise Tax on Property	P	Retain
L1451	Certification of Public Service Company Property Assessment (From Department of Revenue)	P	Retain
L1452	Listing of Franchises by Taxing District (Public Service Company)	P	Retain
L1440	Sheriff's Settlements - State and Local Taxes	P	Retain
L1441	Quietus - Sheriff's -- (From Department of Revenue)	P	Retain
L1462	Sheriff's Report of Tax Claims Purchased For Taxing Districts - Yearly	11	Destroy after audit
L1445	Sheriff's List of Court Orders Correcting Erroneous Assessments	11	Destroy after audit
L1444	Court Orders Correcting Erroneous Assessments (Correcting mistakes on original assessments).	11	Destroy after audit

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RECORDS RETENTION SCHEDULE

M-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Tax

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1431	Exonerations File (This record series is used to document those property taxes that have been revised and have been taken off the tax rolls).	11	Destroy after audit
L4792	Personal Property Tax Assessment Books (This record series documents the tax assessment on personal property. This assessment may be on motor vehicle, personal, tangible and intangible property). Change Date: 12/10/1998	11	Destroy
L1434	Delinquent Tax List	11	Destroy after audit
L1455	Unpaid Tax Bill & Certificate of Delinquency (Pursuant to KRS 134.420 (1) the state and each county, city, or other taxing district shall have a lien on the property assessed for taxes due them respectively for ten (10) years following the date when the taxes become delinquent. Also KRS 134.470 (1) says no action may be brought to enforce a certificate of delinquency until one (1) year after its issuance and action shall be instituted within ten (10) years after the expiration of that one (1) year). (V)	11	Destroy after audit
L1454	Paid Tax Bills	2	Destroy after audit
L1453	Property Tax Statement (Public Service Company)	2	Destroy after audit
L1456	Sheriff's Monthly Report - Taxes Collected	2	Destroy after audit
L1457	Monthly Financial Report of Sheriff or Special Tax Collector	2	Destroy after audit
L1466	Sheriff's Cash Book - Receipt Stubs	2	Destroy after audit

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RECORDS RETENTION SCHEDULE

M-3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Tax

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1458	Sheriff's Monthly Report of Property Tax Collections (To Department of Revenue)	2	Destroy after audit
L1447	Sheriff's Official Receipt for Property Tax Bills	2	Destroy after audit
L1435	Sheriff's Report of Delinquent Tax List	2	Destroy after audit
L1459	County Clerk's Monthly Report of Omitted Assessments (To Department of Revenue)	2	Destroy after audit
L1460	County Clerk's Monthly Report of Delinquent Personal Tax Collections	2	Destroy after audit
L1461	County Clerk's Report of Land Redemptions - Monthly	2	Destroy after audit
L1448	Clerk's Claim for Preparation of Tax Bills (To Fiscal Court)	2	Destroy after audit
L1449	Maximum Permissible Ad Valorem Tax Revenue Form (From Department of Local Government or now Department for Community and Regional Development).	2	Destroy after audit
L1463	Notice of Equalized Assessment (From Kentucky Tax Commission)	2	Destroy after audit
L1464	Certification of Equalized Assessment (From Department of Revenue)	2	Destroy after audit
L1465	Property Valuation Administrator's Summary of Property Tax Roll Changes (Since recapitulation)	2	Destroy after audit
L1446	Certification of Omitted Property (From PVA)	2	Destroy after audit

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RECORDS RETENTION SCHEDULE

M-4

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Tax

Schedule Date: September 13, 2002

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L5255	Board of Assessment Appeals Files (This file contains supporting documentation of the tax assessment appeals process. The minutes, appointees and decision are recorded in the order book).	1	Destroy

RECORDS RETENTION SCHEDULE

N-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Administration

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1477	Register of Redeemed County Bonds	P	Retain
L1751	Turnpike Treasurer Bond Ledger	P	Retain
L1479	Record Book of Fees Collected (Fee Book, Day Book, Cash Book)	3	Destroy after audit
L1481	Daily Cash Sheets (Daily Check-Out Sheets)	3	Destroy after audit
L1490	Monthly Report of Legal Process Tax Receipts (To Department of Revenue - KRS 142.015)	2	Destroy after audit
L1491	Weekly Report of All Money Collected (Department of Revenue)	2	Destroy after audit
L1492	Report of Occupational License Fees Collected (To County Treasurer)	2	Destroy after audit
L1493	Quarterly Financial Status Report (To Department of Local Government or now Department for Community and Regional Development)	2	Destroy after audit
L1494	Deed Transfer Tax Report - Quarterly (To County Treasurer)	2	Destroy after audit
L2774	Receipt for Recorded Instrument	1	Destroy

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RECORDS RETENTION SCHEDULE

O-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Miscellaneous

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1338	Power of Attorney Book (V)	P	Retain
L1337	Power of Attorney (Unbound)	I	Return to owner after instrument recorded. When unable to locate entitled party, destroy after 2 yrs., and 30 days after public notice of impending destruction has been made in the newspaper with the largest circulation in the county. (KRS 382.240)
L1503	County Court Order Books and Indexes (Pre-1978) Closed Date: 12/1/77	P	Retain
L1505	County Court Orders (Unbound)(Pre-1978) Closed Date: 12/1/77	I	Destroy if recorded in Order Book. Retain permanently when no Order Book exists
L1506	County Court Minute/Order Book and Index(Pre-1978) Closed Date: 12/1/77	P	Retain
L1752	County Court Minute Books (Pre-1978) Closed Date: 12/1/77	I	Destroy if the information is recorded in its entirety in existing order books. If no order books exist, retain permanently.
L2577	County Judge/Executive Order Book (V)	P	Retain
L1504	County Court Docket Book	1	Destroy
L1502	General Index to Records	P	Retain
L1509	Veteran's Discharge (Bound & Unbound)	P	Retain
L1567	General Index to Veterans Discharges	P	Retain

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RECORDS RETENTION SCHEDULE

O-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Miscellaneous

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1510	Confederate Pension Applications by Soldiers & Indigent Widows	P	Retain
L1511	Adoptions (1940-1946) Closed Date: 1/1/46	P	Retain
L1507	Medical Register (May include: Physicians, Nurses, Chiropractors, Dentists, Embalmers and Funeral Directors).	P	Retain
L1508	Occupational License Register	P	Retain
L1513	Coroner's Inquests	P	Retain
L1514	Vital Statistics Records and Indexes	P	Retain
L1512	Report of Engineer and Commissioners - Railroad	P	Retain
L1519	Surveyors/Processioners Books	P	Retain
L1535	Memorandum Book	P	Retain
L1539	Records Pertaining to Slavery Such as List of Slaves, Manumission Reports, Emancipations and Bonds	P	Retain
L1540	Naturalizations	P	Retain
L1748	Lunatic Inquest Book (Pre-1978)	P	Retain
L1533	Indenture of Apprenticeship Bonds	P	Retain
L1532	Indenture of Apprenticeship Book	P	Retain
L1531	Trustees Oaths of Allegiance (To United States and Kentucky Consitutions swearing not to support the Rebellion - Civil War)	P	Retain

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RECORDS RETENTION SCHEDULE

O-3

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Miscellaneous

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1537	Distilled Spirits Register	P	Retain
L1538	Stray (Estray) Book	P	Retain
L1478	Livestock Claims (Sheep, Poultry, etc.) Closed Date: 1/1/54	P	Retain
L1536	Appointments and Resignations (Local Officials)	P	Retain
L2931	Record of Name Change Book (V)	P	Retain
L2776	Bastard Affidavit Book (May be book or file. Declaration by unwed mother seeking court order to force father to pay child support). Closed Date: 12/1/77	P	Retain
L1756	Tobacco Pooling Book - Burley Tobacco Society	P	Retain
L2831	Record Book of Common School Commissioner (Record Book of County School Superintendent, Record Book of County Board of Education, General Record Book of County Board of Education) (Includes Record of Boundaries and Changes, Trustees, School Finances, Teachers, Graduates, Board Minutes, Annual Settlements etc.).	P	Retain
L1526	School Census and Enumeration Sheet	P	Retain
L1527	Annual Settlement of Common School Commissioners or Superintendent	P	Retain
L1528	Common School Commissioners Financial Report	P	Retain

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RECORDS RETENTION SCHEDULE

O-4

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Miscellaneous

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1529	Report of District Trustees (To School Commissioner)	P	Retain
L1530	School District Treasurers Bond	P	Retain
L1534	Writs of Ad Quod Damnum (Impact statement of proposed construction)	P	Retain
L1517	Attested Copy of Inquest Judging a Person to be Incompetent	P	Retain
L1518	Record of Complaints or Orders Relating to Closing or Demolition of Unfit Dwellings by Cities	P	Retain
L1521	Special Permits (Fireworks, Parades, etc.)	2	Destroy after audit
L1524	Application for Appointment of Special Peace Officers	2	Destroy after audit
L1525	Alcoholic Beverage Control License Application (Duplicate)	2	Destroy after audit
L3168	Transient Merchant Permit Application File (KRS 365.650 to 365.695)	1	Destroy after audit
L1515	Solicitor's License	1	Destroy
L1516	Sheriff's Report of Inspection of Public Facilities	1	Destroy
L1523	Roadhouse Permit	I	Destroy 2 years after expiration and audit
L3167	Permit to Operate a Place of Entertainment Files (KRS Chapter 231) (A.K.A. Place of Entertainment Permit File).	I	Destroy 5 years after the place of entertainment ceases to exist or the permit is denied and audit

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RECORDS RETENTION SCHEDULE

O-5

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

COUNTY CLERK
Miscellaneous

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L3111	Going Out of Business License File -- (License to Conduct a Sale Governed by KRS 365.410, 365.480, and 365.992 File)	I	Destroy three years after last day of sale and after audit.
L1520	Dog Warden Record Books	I	Destroy 2 years after last entry and audit

RECORDS RETENTION SCHEDULE

P-1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Probate

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1315	Will Books	P	Retain
L1314	Wills (Unbound)	P	Retain
L1316	General Index to Wills (V)	P	Retain
L1541	Inventory, Appraisement and Sale Bill Books Closed Date: 12/1/77	P	Retain
L5046	Inventory, Appraisement & Sale Bill File - Unbound (Pre-1870) Closed Date: 12/31/77	P	Retain
L5047	Inventory, Appraisement & Sale Bill File - Unbound (Post-1869) Closed Date: 12/31/77	I	Destroy only if recorded in a bound volume; verification and certification of information in both bound volume and unbound file made; and permission from State Archives Staff received.
L1543	Estate Settlement Books (May be Executor's, Administrator's, Guardian's, Ward's, Committee's, or a combination). Closed Date: 12/1/77	P	Retain
L5048	Estate Settlements File - Unbound (Pre-1870)) (Includes Administrator, Executor, Guardian, Committee, Trustee, and Assignee Settlements). Closed Date: 12/31/77	P	Retain
L5049	Estate Settlements File - Unbound (Post-1869) Closed Date: 12/31/77	I	Destroy only if recorded in a bound volume; verification and certification of information in both bound volume and unbound file made; and permission from State Archives Staff received.

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RECORDS RETENTION SCHEDULE

P-2

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

COUNTY CLERK

Probate

Schedule Date: September 13, 2001

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L1544	General Index to Estate Settlements Closed Date: 12/1/77	P	Retain
L1749	General Index to Inventory, Appraisement, and Sale Bill Books Closed Date: 12/1/77	P	Retain
L1754	List of Executors and Administrators Book Closed Date: 12/1/77	P	Retain
L1755	List of Guardians Book Closed Date: 12/1/77	P	Retain
L2625	Guardian's Covenant Book Closed Date: 12/1/77	P	Retain
L2775	Guardian Report Book Closed Date: 12/1/77	P	Retain
L1547	Executor Bonds - Bound & Unbound (Includes Guardian, Committee, Administrator, Trustee, Executor and Assignee Bonds). Closed Date: 12/31/77	I	Destroy unbound if recorded in book. Retain if not recorded. Retain books permanently.
L2629	Appointments of Executors - Unbound (Includes appointments of Guardians, Administrators, Committees, Trustees, and/or Assignees). Closed Date: 12/31/77	I	Destroy the unbound record if it has been recorded in the County Court Order Book or other Estate Settlement Books. Retain permanently if not recorded.

C = Confidential Record

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V = Vital Record

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County Clerk Model

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